

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No.: 01-10

Effective Date: 12/05/03

Revision Date: 08/31/04

Subject: Restitution, Work Hours, & Fines

I. Policy Statement

Division operated facilities, programs, contracted programs, and case managers shall ensure that juveniles pay back the community and their victims by completing their court-ordered work hours, restitution, and payment of fines. Day-to-day chores are not to be considered restitution.

II. Rationale

To ensure that juveniles are held accountable and fulfill their court-ordered obligations of work hours, fines, and restitution to be reimbursed back to the victim.

III. Definitions

- A. "Restitution" is defined as the dollar amount that has been court-ordered to the juvenile, in order to reimburse the victim. Restitution is a dollar amount, but it can be recalculated into work hours, so that the restitution fund can be accessed in order for the victim to receive their reimbursement for their losses.
- B. "Work hours" are defined as the number of court-ordered hours given to the juvenile, in lieu of fines, for conviction of a criminal offense. Work hours are ordered based upon the severity of the offense.
- C. "Fines" are defined as the dollar amount that is court-ordered to a juvenile when convicted of a criminal or other offense. Fines are fees that are collected for the court and are regulated by the severity of the offense.
- D. "Work projects" are defined as job duties that a juvenile would not normally perform (such as chores or cleaning the bedroom) if they were in their own home. Work projects are job assignments that are given to juveniles in order for them to complete their ordered work hours and restitution. Juveniles receive an hour of work credit for every hour of the work project they perform.

IV. Procedures

- A. Case managers shall monitor and ensure that juveniles on their caseload complete all their court-ordered financial and work hours. Case managers shall report to the court on all issues regarding work hours, restitution, and fines for juveniles on their caseload:
 - 1. Upon receipt of a new case, the case manager shall review, with the juveniles, their court-ordered financial and work hour obligations and establish a plan to meet them.

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2. At each court review hearing, the case manager shall inform the court on the juvenile's progress in meeting these obligations.
 3. When appropriate, the case manager may make recommendations for additional fines, restitution, and work hours.
 4. When appropriate, the case manager may make recommendations that the juvenile's fines or work hours be suspended and or lifted from a previous order.
 5. When appropriate, the case manager may make recommendations for the conversion of work hours to fines and vice versa.
 6. Restitution: case managers shall transfer the number of work hours received from the program or facility to a Restitution Form, and calculate the amount completed by using the current minimum federal hourly wage. Case managers shall send this form to the JJS finance personnel; and they shall keep a copy of the completed form for the juvenile's file.
 7. Work hours: case managers shall transfer the number of work hours received from the program or facility to a JJS form and submit the form to the Juvenile Court. Case managers shall keep a copy of the completed form for the juvenile's file.
- B. Facility, program, and contracted personnel shall provide juveniles opportunities to perform work projects throughout the building or community, at specific jobs on a regular basis, or on special projects when available, in order for juveniles to complete their work hours.
1. Work projects assigned to juveniles shall not be degrading, demeaning, or that which could not be completed by staff members.
 2. Work hours are to be documented as follows:
 - a. the juvenile's work hours are to be recorded on a time card or a work restitution form. The specific job duties the juvenile completed must be listed on this form;
 - b. the juvenile and supervising staff shall sign off on the date and number of work hours completed;
 - c. completed forms shall be given to the facility, program, or agency supervisor, or their designee; and
 - d. the supervisor or designee shall record the hours monthly and submit a written monthly report to the juvenile's case manager.

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V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Eldon Money, Chairman
Board of Juvenile Justice Services

Date

Blake D. Chard, Director
Division of Juvenile Justice Services

Effective/Revision Date